



CITY COUNCIL AGENDA REPORT

MEETING DATE: March 15, 2004

ITEM NUMBER:

SUBJECT: Request for Special Leave of Absence Without Pay for Crime Scene Specialist Martha Ortiz

DATE: March 2, 2004

FROM: Police Department / Administrative Services

PRESENTATION BY: Bruce Radomski / Crime Scene Investigation Unit Supervisor

FOR FURTHER INFORMATION CONTACT: Bruce Radomski (714) 754-5338

RECOMMENDATION:

The City Council is requested to approve a Leave of Absence without pay of ninety days duration for Crime Scene Specialist Martha Ortiz.

BACKGROUND:

At the direction of the Chief of Police an audit was conducted to determine the status of personnel on extended leaves of absence. During this audit it was discovered that Marty Ortiz of the Crime Scene Investigation Bureau has been absent from the workplace without pay and without City Manager or City Council authorization since December 2002. The aforementioned information was verified to be correct through the Finance and Administrative Services Department.

As a result of this finding a call was made to Ms. Ortiz to discuss her status and it was learned that she needed a few more months of leave before she is able to return. Ms. Ortiz was then directed to prepare a request for a leave of absence without pay document for consideration.

On February 20, 2004, the Chief of Police received the attached letter and after discussion with staff he determined to support this request for a final ninety-day leave of absence without pay. Therefore, pursuant to Rule 12, Section 4(b) of the Costa Mesa Rules and Regulations, Ms. Ortiz's request is submitted for consideration and your approval.

ALTERNATIVES CONSIDERED:

The only alternative considered has been the termination of Ms. Ortiz with the subsequent hiring and training of a new employee. This alternative is less desirable as the duration of the hiring and training processes will likely exceed that of the unpaid leave being requested. Ms. Ortiz has been an able and enthusiastic employee.

FISCAL REVIEW:

No fiscal review required.

LEGAL REVIEW:

No legal review required.

CONCLUSION:

Ms. Ortiz is requesting an unpaid leave of absence to recover from treatments for a catastrophic illness. It would be prudent and effective to grant her an unpaid leave of relatively short duration at this time.

BRUCE RADOMSKI

Crime Scene Investigation Unit
Supervisor

JOHN D. HENSLEY

Chief of Police

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ATTACHMENTS: 1 Leave of Absence Request